FOR HOMEOWNERS



Applying for Permits Online

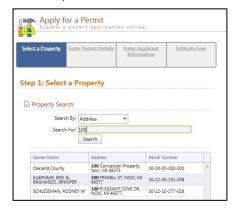


➢ GO TO <u>WWW.ACCESSMYGOV.COM</u>

FOR MORE INFORMATION CONTACT: Permits@newbrightonmn.gov

STEP 1: Select a Property

You can search by Address, Parcel Number, or Owner Name.



STEP 4: Estimate Fees

Locate the fees needed for the permit and enter the quantity.



STEP 2: Enter Permit Details

Choose the permit type, input the work description and pick the Basic Usage (if applicable).



STEP 5: Attachments

Some permit types may allow, or even require an attachment.

While not applicable for all applications, this can be used to submit any relevant plans or images for the permit.



STEP 3: Enter Applicant Info

Verify your contact information and choose the parties to receive e-mail notifications when the permit's status changes.



Successful Permit Application

You will receive a summary confirmation screen at the end of the permit application indicating a successful application.



Online Payments

Once your application has been processed, you can pay your invoice using the "Online Payments: Building Department Payments."



When you have chosen the invoice(s) to pay, you will be redirected to the municipality's third party payment website.



Once completed, you can then print the confirmation, exit the webpage, or apply for another permit.

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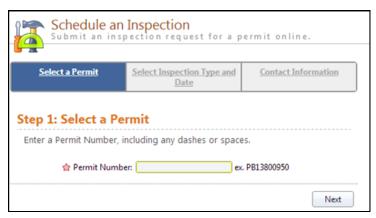


Automated Inspection Hotline

➤ GO TO <u>WWW.ACCESSMYGOV.COM</u>

FOR MORE INFORMATION CONTACT: Permits@newbrightonmn.gov

STEP 1: Find the permit you wish to schedule an inspection for by typing in the permit number.



STEP 3: Enter contact information.

Submit an in	In Inspection Spection request for a pe	rmit online.
Select a Permit Permit PE14300177 111 Fake	Select Inspection Type and Date Final: 2/21/2014	Contact Information
Step 3: Contact I	nformation	
·•	nformation rmation to be included with the	request.
·•	rmation to be included with the I	request.
Enter your contact info	rmation to be included with the I	request.
Enter your contact info	rmation to be included with the I	request.

STEP 2: Select the desired inspection type and choose from the available days on the calendar. You can request a morning or afternoon time and we will do our best to accommodate.



SCHEDULING CONFIRMATION:

You will receive a confirmation message that the inspection has been scheduled successfully. Email notifications will be sent regarding any status changes or if the inspection must be rescheduled.

Inspection request was modified: BrianContrac	submitted successfully. You will be contacted at the following email address(es) when the status of your inspection request is ttor@Email.com
	Inspection Request Details
	Below is a summary of the inspection request you submitted
Record #:	P(12-1127
Record Type:	Electrical
Address:	27930 HOPKINS DR
Inspection Type:	Rough
Requested Date/Time:	2/7/2013